

Housing Coordinator - Under general direction of a Deputy or Assistant City Manager, the Housing Coordinator will primarily be responsible for the day to day implementation of the City of Frisco Community Development Block Grant Program and all programs created and overseen by the City of Frisco Housing Trust Fund. Must have working knowledge of IDIS and CDBG rules and regulations. Must have strong organizational skills and the ability to prioritize and manage multiple programs and assignments. Knowledge of bookkeeping and/or accounting practices, procedures, and techniques. Knowledge of City policies, procedures and organizational structure. Knowledge of computers and related equipment, hardware and software. Skill in reading and interpreting blueprints, Federal or State regulations, technical handbooks, Ordinances and Statutes related to redevelopment. Skill in effective oral and written communications. Skill in preparing reports and correspondence. Ability to resolve problems quickly and effectively. Ability to work successfully with diverse constituents. Bachelor's degree or Master's degree in Public Administration, Business Administration, Planning or related field **and** two (2) years experience working with CDBG or related Federal Program **or** equivalent combination of education and experience. Must pass a pre-employment drug screen, criminal background check and MVR check. Must possess valid State of Texas Drivers License. **Salary \$19.95/hour + Benefits Position subject to close without notice. EOE**